

# VISITOR PRESENTATION CITIZEN ACTION REQUEST FORM

Complete this form and submit it prior to the City Council meeting you wish to make your presentation.

**PLEASE PRINT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Topic**

**Summary of Information**

Provide a brief description of the action you are requesting from the City Council.

## What Happens Next?

- City Council will review this form and hear your presentation.
- Staff will receive copies of this form and provide follow up as directed; i.e. gather additional information, schedule the item for a future City Council Work Session for discussion, schedule the item for a future City Council meeting for action, etc.
- Staff will keep you informed on the status of your request until it has been processed.

## Questions?

Contact City Clerk Jodi Hook-Hansen at 320-695-2110 or by email at [cityadminbv@prtcl.com](mailto:cityadminbv@prtcl.com).

STAFF USE ONLY
Schedule City Council Work Session? <input type="checkbox"/> Yes <input type="checkbox"/> No City Council Work Session Date: _____
Action Taken at Work Session:
Schedule City Council Meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No City Council Meeting Date: _____
Action Take at City Council Meeting: